

SOLICITATION
SUMMER INTERNS – BUREAU FOR EUROPE AND EURASIA
ISSUANCE DATE: November 16, 2007
CLOSING DATE: January 25, 2008 11:59pm EST

LADIES AND GENTLEMEN:

SUBJECT: Solicitation for Personal Services Contractor (PSC)
12 Paid Summer 2008 Internships – Bureau for Europe and Eurasia

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified **U.S. Citizen, university or college students (juniors, seniors and graduate students)** interested in receiving an internship as described in the attached solicitation.

Applicants interested in applying for this position **MUST** submit the following materials for **EACH** internship applied for:

1. A Letter of Interest identifying the specific internship being applied for (e.g., “Internship No. 2 - Health Analysis/Communications”) and addressing the Basic Requirements and Selective Factors and the Quality Ranking Factors (QRFs) listed in the solicitation, page 14. Specific examples of the applicant’s accomplishments or experience related to the QRFs should be provided. The letter should also address the applicant’s particular strengths, interest in development issues and expectations for the internship.
2. A resume or Curriculum Vitae.
3. Two letters of reference from college or university faculty or employer addressing the four Quality Ranking Factors (QRFs) listed in the solicitation.

Applicants are responsible for submitting materials that are in accordance with the solicitation. There will be no exceptions. Applicants should retain for their records copies of all enclosures which accompany their applications. All applications **MUST** conform to the requirements of the “**WHERE AND HOW TO APPLY**” section, pages 14-15 of this solicitation.

Any questions on this solicitation or on contracting matters may be directed to:

Contact: Alexandre Ostroff, Contract Specialist
Telephone Number: (202) 712-1634
E-Mail Address: aostroff@usaid.gov-

Any questions related to the statements-of-work for the student intern positions should be directed to the USAID employee identified in the statements-of-work.

Sincerely,

Aman S. Djahanbani
Contracting Officer

Solicitation for Summer Interns – Bureau for Europe and Eurasia

1. ISSUANCE DATE:	November 16, 2007
2. CLOSING DATE/TIME:	January 25, 2008 - 11:59 PM, EST
3. POSITION TITLE:	Summer Intern
4. MARKET VALUE:	GS-3, Step 1 (Approximately \$12.00 per hour)
5. INITIAL PERIOD OF PERFORMANCE:	10 weeks (summer 2008)*
6. PLACE OF PERFORMANCE:	Washington, D.C.
7. SECURITY ACCESS:	Secret
8. AREA OF CONSIDERATION:	Open to all U.S. Citizen College/University Juniors, Seniors and Graduate Students
9. CONTRACTING OFFICER:	Aman S. Djahanbani USAID M/OAA/GRO RRB 7.09-001 1300 Pennsylvania Avenue, NW Washington, DC 20523

* See Notes 3 and 4 on page 15.

BACKGROUND

USAID is an independent federal government agency that receives overall foreign policy guidance from the Secretary of State. [Our Work](#) supports long-term and equitable economic growth and advances U.S. foreign policy objectives by supporting: economic growth, agriculture and trade; global health; and, democracy, conflict prevention and humanitarian assistance. USAID provides assistance in four regions of the world: Sub-Saharan Africa, Asia and the Near East, Latin America and the Caribbean, and Europe and Eurasia. With headquarters in Washington, D.C., USAID's strength is its field offices around the world. We work in close partnership with private voluntary organizations, non-governmental organizations, indigenous organizations, universities, American businesses, international agencies, other governments, and other U.S. government agencies. USAID has working relationships with more than 3,500 American companies and over 300 U.S.-based private voluntary organizations.

USAID's Bureau for Europe and Eurasia strategy focuses on three core areas: economic restructuring and growth, democracy and governance, and the social dimensions of transition. In addition, USAID develops cross-sector approaches to address critical obstacles and changing circumstances in the region.

INTRODUCTION

USAID has twelve Summer 2008 internships available in the Bureau for Europe and Eurasia (E&E) located in Washington, D.C. This is an excellent opportunity for outstanding students interested in pursuing careers in international development. A modest amount of compensation

will be provided to the selected interns. Interested students are encouraged to visit the E&E Bureau website (http://www.usaid.gov/locations/europe_eurasia/) to familiarize themselves with USAID's work in the region and identify areas of particular interest. Internships are being offered in the following offices: the Program Office, the Office of Democracy, Governance and Social Transition, the Office of Economic Growth, and the Management Office.

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OBJECTIVE

The summer interns will provide support to E&E in the areas of literature searches, data collection, research, analysis, review and preparing briefing papers, memoranda and position papers.

Unless otherwise described, the intern will utilize an IBM or IBM compatible desktop computer over a local area network (LAN) and may make analytical research/analysis, presentations and/or text documents using Microsoft XP Office Suite (i.e., Excel, PowerPoint, Word).

STATEMENTS OF WORK *BY INTERNSHIP*

Twelve (12) internships are being offered by the following four offices:

I. PROGRAM OFFICE (TWO INTERNSHIPS)

Internship No. 1 - Program Office, (college/university juniors, seniors or graduate students)

Introduction

The intern will be assigned to the Strategic Planning & Analysis Division of the Program Office in the Bureau for Europe and Eurasia, E&E/PO/SPA. A key function of the Strategic Planning & Analysis Division is taking the lead in the development and implementation of the Bureau's analytical agenda. This includes tracking the salient transition trends in the 27 countries in Eastern Europe and Eurasia, and identifying and analyzing emerging challenges, with the aim towards improving USAID's allocation of resources and hence increasing its impact.

Qualifications

Qualified candidates will have writing skills, and experience in research and analysis, including some experience (and comfort) in working with data.

Duties and Responsibilities

The intern will work closely with the Bureau's Chief Economist and his team to help produce an empirical research effort intended to become part of the Bureau's Working Paper Series. Included among the areas of research interest are: (1) Muslims in the transition; (2) peace and security in Eastern Europe & Eurasia; (3) competitiveness and global integration in Eurasia; (4) demography trends and their implications; and (5) the relevance and quality of the education systems in the region.

Responsibilities will likely include some or all of the following:

1. Search and summarize a review of the literature;
2. Collect and analyze data trends, including spreadsheet analyses and graphics;

3. Assist in the writing of the working paper;
4. Co-present at least preliminary findings at the end of the tenure.

For further information, please contact Ron Sprout, Chief Economist, at rsprout@usaid.gov.

II. OFFICE OF DEMOCRACY, GOVERNANCE AND SOCIAL TRANSITION (SIX INTERNSHIPS)

Internship No. 2 - Health Analysis/Communications (TWO Internships – graduating seniors or graduate students)

Introduction

The two interns are assigned to the Health Team of the Bureau for Europe and Eurasia's Office of Democracy, Governance, and Social Transition (EE/DGST). The E&E Health Team manages regional health activities and supports country-specific activities implemented by field missions in USAID's Europe and Eurasia region.

The two interns will serve primarily as research and communications assistants for the Health Team, but may also carry out other Bureau-wide duties and collaborative research with other analysts in the Bureau. They will be supervised by the Health Team's Health Program Analyst, but will work closely with the entire team, including the Team Leader and colleagues from the Bureau for Global Health's Office of Regional and Country Support (GH/RCS) and Office of HIV/AIDS (GH/OHA).

Qualifications

Qualified candidates will have strong writing skills and experience in research and analysis, including some experience (and comfort) in working with data.

Duties and Responsibilities

1. Assist E&E Health Team in managing on-going regional projects and providing support to health activities managed by E&E field offices, particularly in regards to analysis and dissemination of information related to regional health trends.
2. Collect data and draft the 2008 Health Vulnerability Analysis, in collaboration with the Health Team's program analyst.
3. Prepare charts, web-site text, briefing memoranda, position papers, correspondence and other analytical work as requested.
4. Draft and update informational materials on health activities in the E&E region for electronic information systems (i.e., local area network).
5. Attend programmatic-related events within and outside USAID as requested.

For further information, please contact Jessica Forrest, Health Program Analyst, at jforrest@usaid.gov.

Internship No. 3 - Gender Issues (at least one year of graduate-level work)

Introduction

The intern is assigned to the Social Transition (ST) Team in the Bureau for Europe and Eurasia, Office of Democracy, Governance and Social Transition, E&E/DGST. The ST Team collects data and produces reports on topics related to gender such as domestic violence and gender equity in the E&E region and engages in advocacy and knowledge sharing efforts so as to increase awareness and programming related to gender issues at USAID. E&E/DGST also manages regional anti-trafficking activities and supports country-specific activities implemented by field missions in Central and Eastern Europe and Eurasia. Information on USAID's anti-trafficking activities can be found at http://www.usaid.gov/our_work/cross-cutting_programs/wid/pubs/trafficking_in_person_usaids_response_march2004.pdf. The intern will serve as an assistant primarily on gender issues; some of the intern's time may also be spent addressing issues related to trafficking. S/he will be supervised primarily by the Social Transition Team's expert in vulnerable groups but will interact with other members of the ST team as necessary.

Qualifications

Qualified candidates will be graduate students in a relevant field and will have strong writing skills. They will also have experience in research and analysis. Ideally, the candidates will have worked on gender and/or TIP issues in the E&E region and will have some personal experience of one or more of the countries in E&E.

Duties and Responsibilities

- 1 Gather data and other relevant research and draft a report on a topic to be assigned which is of mutual interest to the ST Team and the prospective intern, utilizing spreadsheet analyses, graphics and other tools.
- 2 Assist the ST Team on various issues related to gender, including the preparation of briefing memoranda, position papers, and other correspondence as requested.
- 3 Research and identify useful materials and information to update gender and/or anti-trafficking intranet sites for the ST team and the E&E Bureau, as requested.
- 4 Attend events related to gender issues both within USAID and outside the office as requested.

For further information, please contact Cathy Cozzarelli, ST Team Leader, ccozzarelli@usaid.gov.

Internship No. 4 - Social Transition Issues (at least one year of graduate-level work)

Introduction

The intern will be assigned to the Social Transition Team in the Office of Democracy, Governance and Social Transition in the Bureau for Europe and Eurasia, E&E/DGST/ST. A key function of the Social Transition Team is to analyze and report on five social sector focus areas: education, labor markets, social insurance, social services and vulnerable groups. This includes tracking the salient transition trends in the 27 countries in Eastern Europe and Eurasia to identify progress as well as emerging challenges, with the aim towards improving USAID's allocation of resources and hence increasing its impact.

Qualifications

Qualified candidates will be graduate students in relevant fields and will have strong writing skills. They will also have experience in research and analysis, including some experience (and comfort) in working with data. GIS skills would be a plus but are not required. Ideally, the candidates will have worked on social sector issues related to the region or will have some personal experience of one or more of the countries in E&E.

Duties and Responsibilities

The intern will primarily work with projects related to labor markets, workforce development, and education on topics identified as priority by the Social Transition team. S/he will be supervised by the two Social Transition team members who work on these issues but also may interact with DGST Office staff as appropriate. Possible topics include: school enrollment and completion rates, access to education by minorities, differences in unemployment rates by age, gender or educational attainment, the informal economy, emerging trends and the adequacy of cash and non-monetized benefits in containing poverty. A final determination of topics will be made by the ST team in consultation with the intern. Responsibilities will likely include some or all of the following:

1. Search and summarize literature on topics related to those identified above or others;
2. Collect data and analyze trends, utilizing spreadsheet analyses, graphics and other tools;
3. Help to track and map other donor financing to address specific problems;
4. Help prepare briefing memoranda and position papers;
5. Assist in the writing of working papers; and

For further information, please contact Glenn Rogers, Social Transition Team Leader at grogers@usaid.gov.

Internship No. 5 - Governance and Anticorruption Issues (graduate students or college/university juniors, seniors)

Introduction

The intern will be assigned to the Democracy and Governance Team in the Office of Democracy, Governance and Social Transition in the Bureau for Europe and Eurasia, E&E/DGST/DG. A major aspect of the Democracy and Governance Team is to analyze and report on anticorruption and governance issues in the E&E Region, as well as to provide direct assistance to Missions in designing, implementing and evaluating related programs. This will include tracking and analyzing trends in the 27 countries in Eastern Europe and Eurasia to identify progress as well as emerging challenges, with the aim towards improving USAID's allocation of resources and hence increasing its impact.

Qualifications

Qualified candidates will have regional political expertise, writing skills, experience in research and analysis, and some experience (and comfort) in working with data.

Duties and Responsibilities

The intern will serve primarily as a research assistant to the Senior Anticorruption and Governance Adviser, though may also work with other team specialists and DGST Office staff as appropriate. The intern will provide research assistance in cataloguing and tracking program developments in the anticorruption and governance fields and beginning a framework for trend analysis and gauging short- and longer-term program impact. Research and analysis will involve looking into DG and other program sectors. Responsibilities are likely to include some or all of the following:

1. Search and summarize literature on governance development and/or anticorruption evaluation techniques;
2. Collect and catalogue related program activities in select countries;
3. Track and map governance and/or corruption issues in select countries;
4. Assist in the evaluation and analysis of development program impact on democratic governance and/or combating corruption;
5. Assist in the writing of working papers/analyses; and
6. Help prepare briefing memoranda and position papers.

For further information, please contact Eric Rudenshiold, Senior Governance and Anticorruption Advisor at erudenshiold@usaid.gov.

Internship No. 6 – Media, Rights and Tolerance (college/university seniors or graduate students)

Introduction

The intern will be assigned to the Democracy and Governance Team in the Office of Democracy, Governance and Social Transition in the Bureau for Europe and Eurasia, E&E/DGST/DG. One function of the Democracy and Governance Team is to analyze and report on the media sector in E&E countries. An independent media is crucial to promoting transparent and democratic governance, rule of law, citizen activism, human rights and tolerance in transitional countries. The internet is beginning to bypass traditional media as a means of communication for younger demographics in some regions. To provide USAID Missions and program officers with practical information on media development issues and trends, we want to expand our Democracy & Governance intranet “reference desk” or knowledge base for both traditional and new media.

Qualifications

Qualified candidates will have some media issues expertise, writing, research and analysis skills and experience in new media technologies and applications. Russian language skills for internet-based research would be useful, but not required.

Duties and Responsibilities

The intern will serve primarily as a research assistant to the Senior Media, Rights and Tolerance Advisor, though s/he may also work with other team specialists and DGST Office staff as appropriate. The intern will research and catalogue useful media development-related websites as well as explore the use of new media systems in select E&E countries. Responsibilities are likely to include some or all of the following:

1. Research and identify useful media development-related websites including but not limited to those concerning free speech protection, journalism & ethics, audience/readership research, advertising/business development, intellectual property rights and other legal issues.
2. Collect and catalogue information concerning use of new media communication systems, including but not limited to blogs, vlogs, wikis, podcasts, social networking, message boards, SMS, RSS and other emerging technologies in select countries;
3. Assist in the design/placement of collected information to update the current intranet site;
4. Identify examples of best practices in independent media development as related to improved human rights and tolerance in select countries;
5. Attend program-related activities within and outside the office as requested.

For further information, please contact Meg Gaydosik, Senior Media, Rights and Tolerance Advisor at mgaydosik@usaid.gov.

III. OFFICE OF ECONOMIC GROWTH (THREE INTERNSHIPS)

Internship No. 7 - Economic Growth and Market Transition (TWO Internships – college/university juniors or seniors or graduate students)

Introduction

The intern will be assigned to the Market Transition Division of the Economic Growth Office in the Bureau for Europe and Eurasia (E&E). The Division provides strategic leadership for bilateral and regional economic growth programs covering 22 countries. It also provides back-stopping for bilateral activities and implements regional activities. The objectives of the economic growth programs are to promote the competitiveness and growth of the small and medium enterprises (SMEs) sector, to improve the business environment, to strengthen services to the SME sector including finance, consulting and training, and to promote cross border harmonization and linkages.

Qualifications

Qualified candidates will have strong writing skills and an ability to assimilate and digest a large volume of information and distill results into a succinct written summary.

Duties and Responsibilities

The intern will serve as a research assistant to the Division Chief and will regularly communicate with and assist other division staff. The intern is expected to assist senior office technical staff with analysis and wrap up of a variety of aspects relating to the ten (10) “Enterprise Funds” in Eastern Europe and the former Soviet Union which were set up by USAID at the time of the fall of the Berlin Wall to assist in their transition to become market economies. These investment vehicles were capitalized with a total of \$1.2 Billion of USG funding, and have provided an exceptional model for attracting and utilizing venture capital to promote economic growth and prosperity, while broadening and deepening the nascent capital markets during a critical period of economic transformation in this fast-changing Europe and Eurasia Region.

Additionally, the intern will assist in developing workshops and events for the Office’s ongoing Partners for Financial Stability (PFS) and the Regional Competitiveness Initiative projects. Other work and assignments might include research and drafting responses to USAID’s in-country Missions regarding projects that arise in connection with the offices technical support role on behalf of field missions, as well as studying the-linkages between economic growth and social transition of countries in this region.

For further information, please contact Steve Eastham, Office of Economic Growth, at seastham@usaid.gov.

Internship No. 8 – Energy and Infrastructure (college/university juniors or seniors or graduate students)

Introduction

The intern will be assigned to the Energy & Infrastructure Division of the Economic Growth Office in the Bureau for Europe and Eurasia, E&E/EG/EI. The E&I Division is involved in the policy, strategy, program and project development and management for energy and infrastructure activities. One of the areas of E&E interest, which is a Presidential Initiative and Congressionally-mandated area, is clean energy and the increase of investment in energy efficiency and renewable energy sources. No comprehensive analysis has been done on renewable energy in the Europe and Eurasia region. A new Regional Energy Security Task Order plans to develop such an assessment in cooperation with other donors (e.g. World Bank and European Bank for Reconstruction and Development (EBRD)). With oil prices at an all-time high, it is timely to begin analyzing the environment for renewable energy development and the institutional, regulatory and market obstacles to introduction of these technologies in the E&E region.

Qualifications

Qualified candidates will have writing skills, experience in research and analysis, including some experience (and comfort) in working with data. Economic and social science academic background is desirable.

Duties and Responsibilities

The intern will serve primarily as a research assistant to the Chief, Energy & Infrastructure and work collaboratively with other Division energy and infrastructure staff. The intern will provide research and analysis support on issues related to energy and infrastructure reform focused on the role and potential of renewable energy technologies in the E&E region, especially in Southeast Europe. The work Responsibilities will include some or all of the following:

1. Research and summarize development literature and interview experts on assigned topics such as current laws and regulations to further renewable technologies, the state of private investment and financing by multilateral financial institutions, and the current market and investment climate for power generation investments including renewables.
2. Prepare summary paper and power point presentation on a main research and analysis and smaller presentations on other selected issues as time allows; present to Bureau staff and selected outside experts (e.g., World Bank, consultants, etc.).
3. Prepare two page “issue” and “lessons learned” summaries on primary research topic; and present analytical findings.
4. Attend selected strategy and policy reviews of interest to the Division and external economic development meetings (such as at the World Bank, Woodrow Wilson Center, etc.).

For further information, please contact Robert Archer, Energy Team Leader, Energy and Infrastructure Division, at rarcher@usaid.gov.

IV. MANAGEMENT OFFICE (ONE INTERNSHIP)

Internship No. 9 - Financial Services (college/university juniors, seniors or graduate students)

Introduction

The intern will be assigned to the Financial Services Division of the Management Office in the Bureau for Europe and Eurasia, E&E/MO/FS. The Budget Division, as commonly referred to, is primarily responsible for the implementation of all Bureau program and operating expense funds allocated to the Bureau. Some of the major duties of the Budget Division include ensuring funds entrusted to the Bureau are properly notified, apportioned, and allowed to the Europe and Eurasia Missions and Washington offices in a timely manner as well as audit management responsibilities.

Qualifications

The candidate should have excellent writing and analytical skills, as well as the ability to perform basic research. The ideal candidate should be able to manipulate numbers and have a strong financial management, budget and/or accounting background.

Duties and Responsibilities

The intern will serve as an assistant primarily on operating expenses (OE) and program funds issues. S/he will be supervised by the Division Chief, but will work closely with the Financial Services staff as appropriate. The intern will serve as backstop to the Budget Team on various budget-related topics that have been identified as areas of high importance by management. Some of those responsibilities include, but are not limited to the following:

1. Assist E&E Budget Teams in managing and implementing OE and program funds allowed to the Washington and Mission offices;
2. Help maintain and track Bureau's OE and program funds and prepare reports as necessary;
3. Assist with the deobligation/reobligation process of Bureau's program funds and OE funds;
4. Help with the management of the Bureau's Congressional Notification (CN) process to include updating the Bureau's CN tracker;
5. Assist with the coordination of the Bureau-wide accrual process;
6. Monitor the voucher tracking for Bureau-managed activities;
7. Prepare charts, briefing memoranda, position papers, and correspondence as requested; and

8. Attend programmatic-related events within and outside USAID as requested

For further information, please contact Lena R. Johnson, Chief, Financial Services at lejohnson@usaid.gov.

BASIC REQUIREMENTS AND SELECTIVE FACTORS:

- Applicants must be American citizens.
- Applicants must be university or college juniors, seniors or graduate students (See individual statements of work for exact requirements).
- Applicants should be studying relevant disciplines (public policy, international relations, economics, journalism, agriculture, public administration, law, political science, health, etc.).
- Flexibility, initiative, enthusiasm, good interpersonal skills and energy are desired traits.
- Computer skills are a necessity.

QUALITY RANKING FACTORS (QRFs): (Determines the ranking of qualified candidates in comparison to other applicants)

QRF #1: Relevant educational and/or work experience including experience in or familiarity with the E&E Region.

QRF#2: Goals and interests as they relate to USAID's mission.

QRF#3: Analytical capacity.

QRF#4: Written and oral skills.

The above QRFs have been assigned the following points:

QRF #1	20 pts
QRF #2	20 pts
QRF #3	20 pts
QRF #4	20 pts
Total Points	80 pts

BASIS OF RATING: Applicants who meet the basic qualifications and selective factors will be further evaluated based on the quality ranking factors.

Applicants are required to submit:

1. A Letter of Interest identifying the specific internship being applied for (e.g., “Internship No. 2 - Health Analysis/Communications”) and addressing the Basic Requirements and Selective Factors and the Quality Ranking Factors (QRFs) listed in the solicitation, page 14. Specific examples of the applicant’s accomplishments or experience related to the QRFs should be provided. The letter should also address the applicant’s particular strengths, interest in development issues and expectations for the internship.
2. A resume or Curriculum Vitae.
3. Two letters of reference from college or university faculty or employer addressing the four Quality Ranking Factors (QRFs) listed in the solicitation.

Failure to address every factor may result in your not receiving credit for all of your pertinent experience.

WHERE AND HOW TO APPLY:

Page one (1) of this solicitation and the preceding section describes what the prospective intern “MUST submit.” Applicants **MUST submit a separate application package for EACH internship** applied for.

ALL MATERIALS MUST BE SUBMITTED ELECTRONICALLY.

Where to submit:

The prospective intern will submit by email her/his: 1) Letter of Interest, 2) resume or Curriculum Vitae:

1. program@usaid.gov for the Program Office Internships
2. healthanalysis@usaid.gov for the Health Analysis/Communications Internships
3. anti-trafficking@usaid.gov for the Gender Issues Internship
4. social@usaid.gov for the Social Transition Issues Internship
5. anticorruption@usaid.gov for the Governance and Anticorruption Issues Internship
6. mediarights@usaid.gov for the Media, Rights and Tolerance Internship
7. econgrowth@usaid.gov for the Economic Growth and Market Transition Internships
8. energy-infrastructure@usaid.gov for the Energy and Infrastructure Internship
9. financial@usaid.gov for the Financial Services Internship

Letters of references will be submitted by email, by her/his selected college or university faculty or employer (and NOT the prospective intern), to:

1. program@usaid.gov for the Program Office Internships
2. healthanalysis@usaid.gov for the Health Analysis/Communications Internships
3. anti-trafficking@usaid.gov for the Gender Issues Internship
4. social@usaid.gov for the Social Transition Issues Internship
5. anticorruption@usaid.gov for the Governance and Anticorruption Issues Internship
6. mediarights@usaid.gov for the Media, Rights and Tolerance Internship
7. econgrowth@usaid.gov for the Economic Growth and Market Transition Internship
8. energy-infrastructure@usaid.gov for the Energy and Infrastructure Internship
9. financial@usaid.gov for the Financial Services Internship

How to submit:

In the **subject line** of ALL email messages, the format is:

[applicant's last name], [applicant's first name] – [identify the specific internship applied for (e.g., "Internship No. 2 - Health Analysis/Communications")] – [duration of internship (see note No. 4 on page 17 for further information)]

EXAMPLE:

Doe, Jane - Internship No. 2 - Health Analysis/Communications – 10 weeks

Reference **within ALL materials**/documents (i.e., "RE:" or as a footer or header), to ensure consideration for the intended position, the **specific internship number and name** (e.g., "Internship No. 2 - Health Analysis/Communications") that you are applying for.

The acceptable file type is Microsoft's Word (.doc) or Adobe's Acrobat (.pdf).

The most qualified candidates may be interviewed by phone. It is also possible that reference checks may be conducted on those candidates selected for an interview.

Notes:

1. **Selected candidates will be required to provide verification from the university or college of current enrollment and grade point average.**

2. A security clearance at the Secret level will be required. Selected candidates will be advised of how to apply for the security clearance. If a security clearance (or temporary clearance) is not obtained, the offer of employment may be rescinded.
3. Start dates for internships have varied from the last week of May through the second week of June.
4. The normal duration of internships is 10 weeks. Past years have seen a few as short as 8 weeks and a few as long as 11 or 12 weeks in duration. If an internship shorter or longer than 10 weeks is desired, candidates should state the desired duration in the subject line of their email message. Candidate may discuss the internship duration with the contract specialist named on the first page of this solicitation. The contract specialist along with the intern supervisor will determine if the desired duration is acceptable.

ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS

AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts.

Please refer to http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc for additional information.

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

Employer's FICA Contribution
Eligibility for Worker's Compensation
Sick Leave

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.